



Wichita Police Department Policy Manual

Approved by:

Policy 102 - Chaplain Section

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Maintained by: Special
Operations

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- 102.01 The Police Chaplain Section shall consist of volunteer members of the clergy, approved by the Chief of Police, or his/her designee, who agree to serve at least two (2) twenty-four-hour duty-shifts each month.
- 102.02 The Chaplain Section shall be assigned to, and coordinated by, the Special Operations Bureau.
- 102.03 The Chaplain Director shall be responsible for the following activities:
- A. Prepare and submit copies of the duty-schedule monthly to the SPIDER Section, the Special Operations Bureau Commander, and the Sedgwick County Department of Emergency Communications.
 - B. Train Chaplains in the policies and procedures necessary to understand the police function.
 - C. Maintain lines of communication with the Special Operations Bureau Commander.
- 102.04 A Police Chaplain shall be responsible for the following activities:
- A. Be available for call on a twenty-four-hour basis on his/her assigned duty-day;
 - B. Notify the dispatcher immediately upon reporting for duty;
- 102.05 A Police Chaplain may be responsible for the following activities:
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- A. Attend squad meetings at his/her discretion;
 - B. Deliver death notifications;
 - C. Assist those who have attempted suicide;
 - D. Assist with mental cases;
 - E. Respond to serious accidents to comfort the injured and/or relatives;
 - F. Assist victims, parents or relatives during searches for lost children or disaster incidents;
 - G. Assist in family disturbances, when requested by an officer;
 - H. Counsel prisoners, at the request of an arresting officer;
 - I. Assist with all other incidents in which his/her services have been requested.
- NOTE: Officers are encouraged to utilize the on-duty Chaplain for activities D through K above, or in any other situation in which the Chaplain's assistance would be helpful.
- 102.06 Chaplains shall complete a Chaplain's Activity Report [WPD Form 325-305] listing each incident that occurs during his/her tour of duty. Routing of the report shall be as directed by the Special Operations Bureau.
- 102.07 It shall be the responsibility of each Chaplain reporting for duty to inspect the vehicle assigned to the Chaplain Section, and to report any new damage to the Chaplain Director immediately.
- 102.08 It will be the responsibility of each Chaplain reporting for duty to take his/her assigned vehicle to the Central Maintenance Facility for servicing as needed.
- 102.09 Chaplains shall not be authorized to carry firearms on-duty.
- 102.10 Uniforms shall be issued only to the Chaplain Director. The uniforms issued will be staff officer uniforms, and can only be worn on official occasions such as funerals, recruit graduations, and special ceremonies.
- 102.11 Officers requesting the on-duty Police Chaplain for any reason shall make such requests through Emergency Communications.